

## MINUTES

### **At a meeting of the Policy & Resources Committee on MS TEAMS on Tuesday 1<sup>st</sup> June 2021**

Present: Councillors: Bates, Bridges, Cavill, Hill, Hoar, Palmen (Chair), Piazza & Trigg.  
Officers: Mr L Allan (Town Clerk/RFO), Mrs A Quick (Minutes), Mrs J Weimar (Head of Resources & Venues).

Other Councillors in attendance: Cllr Vigar and Cllr Kirk

Public: 3

Press: 1

#### **3235 APOLOGIES**

**RESOLVED** to approve apologies from Cllr Bryant and Cllr Cave.

#### **3236 MINUTES**

a. **RESOLVED to approve** as a correct record the Minutes of the meeting held on 2<sup>nd</sup> March 2021.

b. **There were no questions.**

c. **RESOLVED to note** the minutes of the Civic Board meeting held on 2<sup>nd</sup> February 2021.

d. **RESOLVED to note** the minutes of the Risk & Audit Panel held on 2<sup>nd</sup> February 2021.

#### **3237 DECLARATIONS OF INTEREST**

Cllrs Piazza and Bates would leave the room for Item 13 Guild of Community Service due to being representatives.

Clls Trigg and Palmen declared their interest in Trowbridge Future as Trustees.

#### **3238 CHAIR'S ANNOUNCEMENT**

Cllr Palmen expressed thanks to Council Officers working through Covid. It was highlighted that a milestone was reached in the country today with no Covid deaths being reported.

Town Clerk introduced the purpose of the P&R committee and highlighted that any significant impact on Trowbridge would be considered by this committee. Any decisions which need to be made regarding policy, finance or resources are brought to the committee. In terms of personnel there are not many matters which come to P&R as not all decisions have been delegated to the Town Clerk. If there are significant matters, such as employment of additional staff or issues relating to the Town Clerk's employment, these would come to this committee.

#### **3239 OPEN FORUM**

**The committee considered** questions from the public.

Mr Mitchell asked a question regarding the Future High Streets Fund;

What is the future planning of the town, will there be a meeting with the public?

Cllr Palmen responded that FHSF is significant and that Wiltshire Council are going through the process and will talk to TTC. There will be a public consultation but timing is yet to be confirmed.

Mr Mitchell state that in the P&R Report it states that with the East Wing development there is a problem with the river bank, he offered his help where required. Cllr Palmen replied that the Better Biss Project fund are doing work on the River Biss but we haven't yet seen any development on this area and it won't be part of FHSF. He suggests Mr Mitchell attends the Area Board meetings.

#### **3240 QUESTIONS FROM COUNCILLORS**

There were no questions from Councillors to be considered.

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## **3241 TOWN CLERK'S REPORT**

Cllr Palmen ran through the P&R Report and in particular;

**1.2 CCTV** – Cllr Piazza asked if we intend to send out another letter to new PCC candidates? Cllr Palmen agreed this is a good idea. *ACTION: Issue letter to new candidates.*

**2.1.8 Election Costs** – Cllr Trigg asked about the costs of elections. Town Clerk answered a Full Election across the town would cost approx. £7000 per ward and therefore £49,000 total some of those costs could be shared.

**3.1.1 Museum** – Cllr Palmen stated it's fantastic to see the museum open again and it was good to see so many people from the town there.

**3.1.2 Neighbourhoods** – Wiltshire Council contract with Grounds maintenance continues until 30<sup>th</sup> November 2022. The decision whether to keep this in-house will be going to cabinet and the public document has been corrected to this effect. TTC might need to extend our contract to fit in with this date. If it can be agreed with WC activities could be incorporated into the TTC contract and removed from WC's. It would be an exceptional requirement to extend the contract.

**3.2.1 Longfield Community Centre** – Cllr Piazza asked if users have installed a screen? HOS answered yes. DVSA have started tests again and Covid jabs are being conducted in the car-park.

**3.2.2 Civic Centre** - How is the Civic Centre getting on with programming their events? HOS explained it is slowly increasing but this will take time as we have been hit hard by the pandemic. Next week's report and meeting give further details. We are not booking in large events at this stage. We were previously trying to reduce tribute acts but now have exciting potential for acts going forward. We are proceeding cautiously.

**3.4 Facilities** – Karl Buckingham will now be reporting directly to Town Clerk while Clare Lyall is off sick. Museum and Civic items will go to the relevant reports. Karl will be liaising with the other managers regarding what goes into these reports.

**4.2.2 Doric Park** – This is coming to the WC planning committee next Wednesday. Four Councillors will be on this committee with a (declaration of interest). Town Clerk will attend.

**4.2.4 Elm Grove** – Cllr Piazza asked about the polling station and difficulties for those with problems getting to polling stations. Town Clerk responded that there was no suitable polling station in the ward big enough. Football facility at Elm Grove may provide. *ACTION: Town Clerk to write to returning Officer raising concerns at lack of a Polling Station in the ward.*

**5. Civic Service** Cllr Bates clarified that there is a provisional date of 4<sup>th</sup> July. Cllr Cavill highlighted Rev. Rob Thomas is retiring and TTC should recognise this.

**6.1 FHSF** – Cllr Trigg suggests TTC needs to be involved asap. Town Clerk highlighted that the degree of flexibility will be restricted by the Government. The amount that Trowbridge has received is a significant amount for a town of this size.

**6.3 Greenfield Housing Sites** – Cllr Hill highlighted there are continuing objections from the Environment Agency regarding H2.6.

**6.4.4. 5-year Land Supply** – Cllr Hill confirmed that on 24<sup>th</sup> May announcement was made by Phillip Whitehead that Wiltshire Council has demonstrated and secured their 5-year land supply.

### **Neighbourhood plans**

**6.4.2. North Bradley** received just over 80% positive votes. Part of Trowbridge is included in the North Bradley area due to new boundary. Outstanding question is what happens to the CIL? This would come to the Town Council but is it with 25% or 15%. Town Clerk will advise the council they should consider carefully where this money is used and we should consider N. Bradley and the impact of the new development.

## **3242 PUBLIC SPACE PROTECTION ORDER (REPORT ITEM 1.1)**

**The Committee confirmed** the reappointment of the PSPO Working party; Cllr Piazza will invite Cllr Cave to join the PSPO group. Cllr Cavill will invite another Neighbourhoods committee member.

**RESOLVED: Members of the Working Party: Cllrs Cave, Hoar and Vigar.**

*ACTION: to be clarified at next NS Meetings*

**3243 TROWBRIDGE TOWN COUNCIL STRATEGY 2021-2021 (REPORT ITEM 1.3)**

The committee discussed the key elements of the Strategy and considered the process for developing the Town Council Strategy for 2021-2025.

Cllr Cavill highlighted the U3A new ideas circulated prior to the meeting. A discussion took place regarding the possible availability of Councillors and to assess the time best suited for optimum attendance. Cllr Bates suggested we could offer the opportunity to attend parts of the meeting if not available for its entirety.

**RESOLVED:** That a workshop for all councillors is arranged for Tuesday 27<sup>th</sup> July at to consider the Town Council Strategy 2021-2025 for presentation to the Policy & Resources Committee on 1<sup>st</sup> September and to Full Council for approval on 21<sup>st</sup> September.

**3244 MANAGEMENT ACCOUNTS 2020-2021 (REPORT ITEM 2.1.1)**

The committee considered the draft Q4 accounts summary, noting that the final year full accounts are due to be prepared by the external accountants on 2<sup>nd</sup> June and will be considered by the Risk & Audit Panel on 8<sup>th</sup> June and the Annual Governance and Accountability (AGAR) will be presented for approval to Council on 22<sup>nd</sup> June. Full council meeting has been re-scheduled from 15<sup>th</sup> to 22<sup>nd</sup> June in order to sign off the accounts.

**3245 END OF YEAR BALANCES (Report Item 2.1.4)**

The committee considered the following:

**MOTION:** That Trowbridge Town Council uses the £3,000 funding originally budgeted for the Mayor's Dinner in March 2021 and allocates it to our new version of Wiltshire Armed Forces, bringing the total closer to the £7,000 original grant. If the event does not go ahead in 2021 due to the pandemic, we will rollover the amount to the following year. The Mayor's Dinner will instead be sponsored or simply not go ahead.

**RESOLVED:** That as the Council has approved the allocation of an events reserve of £10,000 the committee does not need to consider the motion further.

**3246 COMMUNITY INFRASTRUCTURE LEVY (REPORT ITEM 2.1.5)**

The committee considered the allocation of CIL for 2020/21

Cllr Piazza abstained, all others voted in favour.

**RESOLVED:** That Community Infrastructure Levy receipts of £25,797.03 for 2021/21 are allocated as follows: Park Storage Unit Project £25,797.03

**3247 GRANTS (REPORT ITEM 2.1.10)**

a) The committee considered revisions to the Grants Policy to account for changes to organisations in receipt of grants including Wiltshire Armed Forces & Veterans Event Committee and Seymour Hub.

Cllr Trigg asked whether there is an opportunity for Trowbridge Future?

The policy states the grant was available for Seymour hub but there might be an opportunity for Trowbridge Future to discuss grant opportunities going forward in future years.

**RESOLVED:** To approve the changes to the Grants Policy.

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b) The committee considered Core Grant awards for 2021/22 in accordance with the Policy:

Ref	Organisation	Policy	Recommend
4.1	Trowbridge Guild of Community Service	£500	£1000
4.2	Citizen's Advice Bureau	£5000	£5000
4.3	Seymour Hub – transferred to Trowbridge Future		
4.4	HELP Counselling Services	£1000	£1000
4.5	Trowbridge Area Community Link Scheme	£1000	£1000
4.6	Wiltshire MIND	£1000	£1000
	<b>TOTAL</b>		<b>£9000</b>
	<b>REMAINING BUDGET</b>		<b>£1000</b>

**RESOLVED:** That the committee awards an additional £500 to Trowbridge Guild of Community Service in 2021 from £500 to £1000 and that this is increased for future years also. And that all other Core Grants are awarded in accordance with the policy as amended.

*Cllrs Bates and Piazza left the room for the vote of Trowbridge Guild of Community Service and returned once vote was complete.*

c) The committee considered General Grant Applications for 2021/22 (budget £10,000) in accordance with the Policy.

Organisation	Request
Wiltshire Sight	£800
Life Education Centre (Wiltshire) Ltd.	£1000
Trowbridge Wanderers FC	£606.77
<b>TOTAL</b>	<b>£2406.77</b>
<b>REMAINING BUDGET</b>	<b>£7593.23</b>

**RESOLVED:** That the committee may award all of the General Grants in full.

**RESOLVED:** That, given the remaining budget (£8593.23), further General Grant applications are invited by 31<sup>st</sup> July 2021 for consideration at the committee meeting in September.

## 3248 **APPOINTMENT OF BOARDS AND PANELS (REPORT ITEMS 3.2.3 & 2.1.2)**

The committee confirmed the appointment of the following:

**RESOLVED: Town Clerk's Review Panel: Councillors: Cavill, Palmen & Piazza.**  
Annual Review is proposed for the afternoon of 22<sup>nd</sup> June.

**RESOLVED: Civic Board: Councillors: Bryant, Cooper, Hill, Kirk, Palmen & Vigar.**  
**Officers:** Head of Service (Resources & Venues), Civic Manager and Town Clerk.  
First Meeting will be on Tuesday 8<sup>th</sup> June at 14.00 on MS TEAMS.

**RESOLVED: Risk & Audit Panel: Councillors: Bryant, Cavill, Cooper, Kirk, Lincoln & Palmen.**  
First Meeting will be on Tuesday 8<sup>th</sup> June at 15.00 on MS TEAMS.

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## **3249 POLICIES**

**RESOLVED** to approve the Flexible Working and Home Life Balance Policy

**ACTION:** The revised policy will be circulated to staff.

## **3250 MOTIONS**

None.

## **3251 PAYMENT OF ACCOUNTS**

**RESOLVED:** That the committee approved the payments and receipts for February, March & April:

	<u>Payments</u>	<u>Receipts</u>
February	250,426.64	127,695.84
March	360,341.07	83,072.40
April	281,630.28	1,023,357.07

## **3252 ANNUAL SUBSCRIPTIONS**

**RESOLVED** to note the following:

a. The **Policy & Resources Committee** includes a budget to cover the following:

**Wiltshire Association of Local Councils (WALC) and**

**National Association of Local Councils (NALC)**

**£2621.00** (June 2020)

**Society of Local Council Clerks** (The Town Clerk has

declared an interest as Vice Chair and a Director of SLCC)

**£538.00** (January 2021)

**South West Councils** – Employment support and advice

**£445.00**

**National Association of British Market Authorities**

**£369.00** (April 2021)

**One West** – Data Protection Officer

**£1,250.00** (May 2021 3-yr deal)

b. The **Leisure & Information Services Committee** includes a budget to cover annual subscriptions for the following:

**Visit Wiltshire** (Destination Management Organisation) incorporates the Museum and Town Hall.

**Great West Way** (Destination Management Organisation)

The **Museum Committee** includes a budget to cover annual subscriptions for the following:

**Museums Association**

**Royal Society of Arts**

## **3253 MEDIA RELEASES**

Low Council Tax and low amount borrowed per capita.

Grants

Letter to PCC candidates

## **3254 DATE OF NEXT MEETING**

Tuesday 7<sup>th</sup> September 2021

The Meeting closed at 20.37